



City of Kodiak
KODIAK POLICE DEPARTMENT
Office of the Chief of Police



CITY OF KODIAK JOB ANNOUNCEMENT

Internal Posting January 21, 2016 thru January 28, 2016
Job May be Publicly Advertised after January 28, 2016

Applications are being accepted for the position of **Police Officer** with the Kodiak Police Department until positions are filled. **Classification & Salary: B24 Non-Exempt; \$21.59/hr.**

RESPONSIBILITIES: The employee occupying this position is responsible for upholding and enforcing local, state and federal laws. Specific responsibilities include, but are not limited to: conducting patrol duties; apprehending suspects and taking statements; responding to emergencies; directing traffic; investigating crimes; preparing documents; drafting search warrants; and preparing police reports.

MINIMUM REQUIREMENTS: Must be 21 years of age at time of application. Must have achieved a High School Diploma or General Educational Development (GED), up to one year of specialized or technical training beyond high school, and one year of law enforcement experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. **Must meet all the requirements of the Alaska Police Standards Council for certification.**

KNOWLEDGE, SKILLS & ABILITIES: Must have knowledge of modern police practices and methods; departmental procedures, rules and regulations; effective methods of investigation; applicable Federal, State and local laws and ordinances. For complete information please request a copy of the Police Officer job description.

PHYSICAL REQUIREMENTS: Positions in this class typically requires: balancing, stooping, crouching, standing, walking, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. The successful candidate may be required to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORKING CONDITIONS: Some work is performed in an office environment. Occasional hazardous conditions and physical effort in dealing with armed or dangerous persons. Occasional exposure to inclement weather. Non-traditional work hours may be required; may be assigned to shift work with shift and days off on a rotational basis. Occasionally requiring work that exceeds 8-hours a day, or 40-hours per week, subject to scheduled overtime and/or recall when off-duty. Must wear a uniform and maintain KPD grooming standards.

Submit completed & signed City of Kodiak Employment Application in a sealed envelope, labeled Police Officer Application to the Chief of Police, Kodiak Police Department 2160 Mill Bay Road or City Hall 710 Mill Bay Road- Room 114 by 4:00 PM. Please include a copy of your high school diploma or GED certificate, birth certificate and if prior military a copy of your DD214. Please see our website for the City of Kodiak employment application <http://www.city.kodiak.ak.us/hr/page/employment-application>, or pick up an application packet at the Kodiak Police Department. No faxed or e-mailed applications will be accepted.

THE CITY OF KODIAK IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Kodiak has a generous benefits package, which includes vacation and sick leave, medical insurance and public employee's retirement.

Mike Tvenge, Deputy City Manager

Ronda Wallace, Chief of Police

"Striving for excellence – Serving the community"

2160 Mill Bay Road – Kodiak, Alaska 99615 – 907.486.8000 voice – 907.486.8925 fax